

# Inquiry for Internship Opportunity in Educational Research

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., junior] at [Your University] majoring in [Your Major]. I am writing to inquire about potential internship opportunities in educational research at [Organization Name].

With a strong interest in [specific area of educational research], I am eager to gain hands-on experience and contribute to ongoing projects in your esteemed organization. I am particularly impressed by [mention any specific project or initiative of the organization] and would love the opportunity to learn more about your work.

Please let me know if there are any available internship positions or if there is anyone else I should reach out to regarding this inquiry. I have attached my resume for your review and would be grateful for any guidance you can provide.

Thank you for considering my request. I look forward to the possibility of contributing to your team.

Sincerely,

[Your Name]